



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 5050.24E
N09B21
4 March 1993

OPNAV INSTRUCTION 5050.24E

From: Chief of Naval Operations

Subj: POLICY AND PROCEDURES CONCERNING SCHEDULING CONFERENCES
INVOLVING EXPENDITURE OF NAVY TEMPORARY ADDITIONAL DUTY
(TAD) FUNDS

Ref: (a) OPNAVINST 4651.4C
(b) FPM Supplement 990-2, Book 610, Subchapter S1-5
(NOTAL)

1. **Purpose.** To update the policy and procedures for scheduling conferences involving expenditure of TAD funds. Policy on participation in nonfederally sponsored conferences is contained in reference (a). This instruction is a substantial revision and should be reviewed in its entirety.
2. **Cancellation.** OPNAVINST 5050.24D.
3. **Background.** Conferences scheduled in varied locations and covering a variety of subjects provide a forum for the exchange of ideas and information which could not readily be accomplished through other means. Conferences require careful planning to minimize total cost to the Navy and to ensure that security and legal requirements are properly addressed. Conferences are not appropriate if the subject matter can be transmitted by directive, telephone, or other means at a fraction of the cost without significant reduction of effectiveness.
4. **Policy.** Approval authorities designated in paragraph 8 will restrict conferences involving expenditure of TAD funds to those absolutely essential to meet mission requirements and will ensure that any potential security or legal issues are addressed in advance. Conferences should not be scheduled unless objectives and expected results are commensurate with the expenditure of labor and funds. Conferences should reflect a balance of views representative of the population affected by the subject matter of the conference. The level and extent of involvement and representation by women and minorities in conferences warrant special consideration by all levels of sponsoring and participating commands from the perspectives of professional development and diverse points of view.



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5. Definitions

a. The term "conference" as used in this instruction includes all conferences, meetings, seminars, workshops and similar gatherings scheduled on a regular, periodic or one-time basis within the Chief of Naval Operations (CNO) command organization which require the expenditure of TAD funds. This includes periodic meetings of Office of the Chief of Naval Operations (OPNAV) committees and other committees sponsored by CNO subordinates.

b. The term "equivalent civilian grade", in reference to flag rank, refers to civilian positions in the Senior Executive Service.

c. TAD costs include travel and per diem costs.

6. Objectives. The objectives of controlling conference scheduling are to ensure: (a) the optimum use of TAD funds in relation to conference goals; (b) observance of CNO policy; and (c) compliance with applicable security and legal requirements. Approval authorities must carefully weigh all factors concerning a proposed conference, including:

a. How does the proposed conference relate to accomplishment of the assigned mission?

b. What is the objective of the conference? Is the objective clear and attainable?

c. Is a conference the only or most cost-effective means of accomplishing the desired objective? Have all less costly alternatives been thoroughly explored? Are teleconferencing facilities available to obviate the need for expenditure of TAD funds?

d. Has CNO policy regarding balanced representation been taken into account in terms of points of view and professional expertise represented as well as opportunities for professional development through participation?

e. Will the anticipated results justify the direct costs in man-hours and TAD funds?

f. Do the decisions regarding site selection, attendees, and meeting dates take into account associated resource costs?

g. What activities are expected to send representatives? What is the total number of attendees? Is there compelling rationale for multiple attendees from a single activity?

h. What is estimated total Navy TAD cost associated with the proposed conference?

i. Have efforts been made to minimize TAD costs through use of Morale, Welfare and Recreation Department facilities (i.e., conference space and logistical support), and Bachelor Quarters (BOQs/BEQs)?

j. For recurring conferences: has the original requirement for the conference been revalidated? Has consideration been given to extending the interval between recurring conferences in order to reduce annual cost?

k. If classified material is to be discussed, has the command security manager been advised? How will access to the conference be controlled?

l. Will the conference include any nonfederal participants or attendees? If so, what is their relationship to the federal government (e.g., contractor, consultant, advisory committee member) and have all formal and informal arrangements and regulations governing their attendance, participation and compensation been observed, including any required legal review?

7. **Civilian Participation.** Conferences involving civilian participation should be scheduled to minimize travel of civilian employees outside of regularly scheduled work hours as provided in reference (b).

8. **Authority and Procedures.** Conference approval authority and procedures are as set forth below.

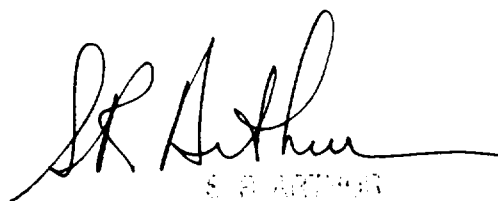
a. **For OPNAV.** The Assistant Vice Chief of Naval Operations (N09B) will approve all conferences sponsored by OPNAV Principal Officials (OPOs). The OPO, his/her deputy, or other flag officer or civilian equivalent shall forward conference requests to N09B providing justification which addresses the considerations in paragraph 6. OPOs may release the conference announcement only after receipt of N09B conference approval.

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b. For all other commands, bureaus, and shore activities under the command of CNO and components of the Operating Forces. Flag officers or their civilian equivalents commanding Echelon 2 activities are delegated authority to approve conferences sponsored by their respective commands. They may redelegate that authority to subordinate flag officers or their civilian equivalents. Other Echelon 2 commanders will forward requests with required justification, addressing considerations in paragraph 6, to CNO (N09B) for approval.

9. Control. Approving officials should maintain records of conference approvals and provide information, upon request, to CNO for those conferences estimated to cost in excess of \$5000.00.

10. Report. The reporting requirement contained in paragraph 8b is exempt from reports control by SECNAVINST 5214.2B.



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